



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

### **Deputy Director- Tier III (Office Director, Office of Preventive Health and Health Equity)**

The Director will oversee the Office of Preventive Health and Health Equity which includes Chronic Disease, Tobacco Control, Community Health Workers, Healthy Aging, School and Community Health, Injury and Violence Prevention, Training and Education, and Health Data and Research. The Director will provide administrative direction and supervision of subordinate staff. The Director will represent the agency to local, state, and national partners including grassroots coalitions and statewide organizations.

### **Job Duties/Responsibilities**

- Management of the office's activities at the state level.
- Network with program counterparts in other states and federal funding agencies.
- Direct planning, implementation, and evaluation of all programmatic grants.
- Direct the expenditure and accounting of multiple categorical funds in accordance with grantor.
- Budget and fiscal accounting.
- Planning/development of expanding and emerging programs and community-based interventions.
- Work with other offices and/or other divisions in order to collectively represent the agency and its mission.

**Annual Salary Range:** \$91,553.33

**Location(s):** (1) Hinds County

**Qualifications:** A Master's Degree or higher from an accredited four-year college or university in public health, health planning, health care administration, epidemiology, statistics, or biostatistics. Employment must have been in a professional capacity in an area of work related to this position. Work experience must have included supervising and coordinating a variety of functions. The applicant must have leadership, management, communication, and grant writing skills. The applicant should have knowledge of laws, regulations, established policies, and procedures when addressing and resolving challenging issues.

**Special Experience:** Employment must have been in a professional capacity in an area of work related to the functional responsibility of the division in which the position exists. In those divisions where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the division, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Preferred Qualifications:** The required degree and/or experience must be related to public health, health planning, health care administration, epidemiology, statistics, biostatistics, program planning, community engagement, program implementation and evaluation, policy development and supervision. The applicant must have experience working and communicating with individuals in higher level positions from local, state, and federal levels. Applicant must also have phenomenal leadership skills.

**How to Apply:** Interested applicants should submit: 1) Cover letter indicating the location (s) for which he/she is applying. 2.) State of Mississippi Employment Application (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

The Mississippi State Department of Health  
Office of Preventive Health and Health Equity  
Attention: Dr. Nikki Johnosn  
or  
Email to: [Nikki.Johnson@msdh.ms.gov](mailto:Nikki.Johnson@msdh.ms.gov)  
P.O. Box 1700  
Jackson, MS 39215